

Interagency Coordinating Council (ICC) Committee Minutes

July 13, 2006 via Videoconference

Members/Designees Present

Vicki Wright
 Scott Tomchek, representing Joseph Hersh
 Melea Rivera, designee for Office of Insurance
 Chris Ashman, designee for Department of Defense Representative
 Paula Goff, representing Annette Bridges, designee for Department of Education
 Germaine O'Connell, designee for Department for Public Health

Staff Present

Sarah Walker Meredith Brown Sandra Wilson Nan Slaughter Susan Miller Connie Coover

Guests Present

Joanna Young Shawna White Betsy Kitchens Bonnie Thorson-Young

SUBJECT	DISCUSSION	ACTION
Welcome, Introductions, Agenda Overview (Attachment A), Public Comment Inquiry	Germaine O'Connell, designee for the Department for Public Health, facilitated the meeting. Ms. O'Connell called the meeting to order and asked for introductions. No additions or changes were requested to the Agenda and it was noted that no one had signed up for public comment. It was also noted that a quorum of members had not been established.	Guest, Joanna Young, emailed her contact information after the meeting: Policy Analyst, Kentucky Youth Advocates, 2034 Frankfort Ave, Louisville, KY 40206, 502-895-8167, www.kyyouth.org . Ms. Young is a new staff member at Kentucky Youth Advocates and will be focusing on early childhood issues. She welcomes statewide input.
Approval Of Minutes	May minutes and attachments were sent via e-mail prior to the meeting and members were asked to review. No revisions or additions were noted.	Approval of May minutes was tabled for the next meeting due to lack of quorum.
Old Business: Orientation	Central Office staff prepared an Orientation PowerPoint presentation which was emailed to the members prior to the meeting. Ms. O'Connell noted the Orientation was broken down into two parts. The first section explains what First Steps is and the second section explains what the ICC is and what role it plays in the program. Ms. O'Connell credited the Technical Assistance Teams (TATs) and Sarah Wilding as she stated most of the material used for the Orientation was taken from trainings previously prepared by them. Ms. O'Connell asked for comments and/or suggestions to the proposed Orientation PowerPoint.	Members are encouraged to email Germaine O'Connell with any comments or suggestions for the Orientation PowerPoint at germaine.o'connell@ky.gov

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SUBJECT	DISCUSSION	ACTION
Old Business: Membership/ Nominations/New Chairperson	Ms. O'Connell shared that several names have been submitted for nomination. Lee Ann Jung has agreed to continue as the University representative, therefore her name will be included with the other nominations. There continues to be a need for nominations from the west area of the state. Information required at this time for each nominee is: name, address, phone number, fax number, email address, and whether he/she will serve as a parent or provider. After receiving nomination names and contact information, Ms. O'Connell will forward the information to the Secretary's office and await further instructions. A new chairperson can be elected after new members are appointed.	Members are encouraged to send the names and other required information via email to Sarah Walker at sarahd.walker@ky.gov or Germaine O'Connell at germaine.o'connell@ky.gov as soon as possible.
Old Business: Provider Recruitment	Meredith Brown reported she is working with Vicki Stayton to reinstitute the Centralized System of Personnel Development (CSPD) Committee. The committee should be able to assist with provider recruitment. Central Office has been working with a graphic designer to prepare provider recruitment material.	None needed.
Old Business: Marge Allen Spirit and Jim Henson Awards	The Awards Committee is currently reviewing the nominations received. Decision will be sent to Sarah Walker by July 19 th . The Committee posed a question to the ICC: Is there a stipulation whether or not the recipient of either award must be currently providing First Steps services? No one remembered any such stipulation and it was noted there has been at least a couple of award recipients who were not providing services at the time the awards were made. There was no objection to a recipient of the award to be a person who is not currently providing First Steps services.	Sarah Walker will inform the Awards Committee that the members had no objection to the recipient of either award being a person who is currently not providing First Steps services.
Part C Coordinator Report (Attachment B)	Meredith Brown presented the report.	None needed.
Record Review Report (Attachment C)	Scott Tomchek presented the report. Mr. Tomchek asked Meredith Brown to communicate to the service coordinators that once an Intensive Level Evaluation (ILE) is approved, a referral is required by the service coordinators. It has come to the Record Review Team's attention that some service coordinators assume that Weisskopf Child Evaluation Center will schedule an ILE if one is approved by the Record Review Team. Mr. Tomchek stressed that the family has a choice as to who will perform the ILE, therefore the service coordinator needs to make a proper referral.	Meredith Brown will communicate the issues discussed with the TATs.

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SUBJECT	DISCUSSION	ACTION
Record Review Report (continued)	Concern was expressed that all areas of the state do not have equal access to the Record Review procedure. Reasons given included provider shortage and some service coordinators are not willing to undertake the detailed process of submitting a record for review.	
Technical Assistance Team Report [Attachments D(1), D(2), and D(3)]	Western Kentucky University Team presented a report detailing their activities and giving an overview of the districts they serve.	None needed.
District Early Intervention Committee Reports [Attachments E(1) and E(2)]	Betsy Kitchens, chair of the Barren River DEIC, presented a report. The Green River DEIC submitted a report via email.	None needed.
Evaluation Committee	Scott Tomchek, co-chair, forwarded May and June minutes to the members. The committee is continuing to examine the PLE Mentorship program. He answered questions posed by members regarding the components on the application for mentors. Mr. Tomchek said the committee is addressing the questions posed during the public comment at the March ICC meeting and will present the committee's response at the next ICC meeting for review.	None needed.
Request for Public Comment	Ms. O'Connell noted there had not been a request for public comment during the meeting.	None needed.
Announcements	<p>The next Executive meeting is scheduled for August 10th which will conflict with the Infant Toddler Institute (ITI). Members will be polled as to when to schedule the meeting.</p> <p>The next ICC videoconference meeting is scheduled for September 14, 2006 at 10:00 am Eastern time.</p>	Sarah Walker will email the ICC Executive Committee regarding whether to meet at the ITI or reschedule for a videoconference.

**Kentucky Early Intervention System
Interagency Coordinating Council
July 13, 2006
Videoconference Meeting Agenda**

Sites:

- Department for Public Health, 3rd Floor Distance Learning Center - Frankfort
- Barren River Health Department - Bowling Green
- UK Dickey Hall - Lexington
- Seven Counties Services, 11001 Bluegrass Pkwy, Suite 200 - Louisville
- Purchase District Health Department - Paducah

Welcome

Introductions

Agenda Overview

Approval of Minutes

Public Comment Inquiry

Old Business:

- Orientation
- Membership - Nominations - New Chairperson
- Provider Recruitment - Committee Report
- Marge Allen Spirit/Jim Henson Awards

New Business:

Part C Coordinator Report

Featured Technical Assistance and District Early Intervention Committee (DEIC) Report - Western Kentucky University

Program Consultant: Sandra Wilson

Parent Consultant: Susan Miller

Program Evaluator: Nan Slaughter

DEIC Report: Barren River DEIC, Betsy Kitchens

Standing Committees:

- Financial - Bonnie Thorson-Young
- Evaluation - Scott Tomchek/Elizabeth Schumacher
- Communication/Public Awareness and Advocacy - Vicki Wright
- Family Support - Parents
- Operations - Cindy Holmes/Joe Hersh

Special Committees:

- Natural Environments - Chris Ashman
- Nomination Committee
- Awards
- Personnel - Vicki Stayton
- Orientation

Summary, last call for Public Comment, Wrap up

Part C Coordinator Report
July 2006

General Update

First Steps has been working with Gisele Rabchevsky, a graphic design artist to make posters and folders in order to recruit providers. We have not received the final product however we will share it when it is available.

At the upcoming Infant Toddler Institute on August 10-11, 2006 there will be several sessions focused on First Steps. The sessions include Practical Steps in Consultative Early Intervention presented by Robin McWilliam, and a First Steps Program update presented by myself. In addition, on Thursday night we will have a session for First Steps staff where best practices can be shared as well as an opportunity to have a feedback session on the program. If you have suggestions for the 4:30-6:00 pm time slot please share them with me.

In an effort to help our Point of Entry's with printing cost, First Steps staff printed copies of the Revised Step By Step Guide for Transition, Family Rights Handbook, and the Developmental Information Brochure. We will be distributing these materials through the Technical Assistant teams.

OSEP is focused on ensuring more state accountability of federal funds. In an effort to address these issues NECTAC has offered to work with six states in order to assist in addressing the proposed financial accountability measures. Kentucky First Steps has submitted their application for selection and if approved will attend the meeting on August 14-16, 2006 in Chapel Hill, NC.

Financial Update

For FY 2006, First Steps expended 94% of the budget.

Staff Update

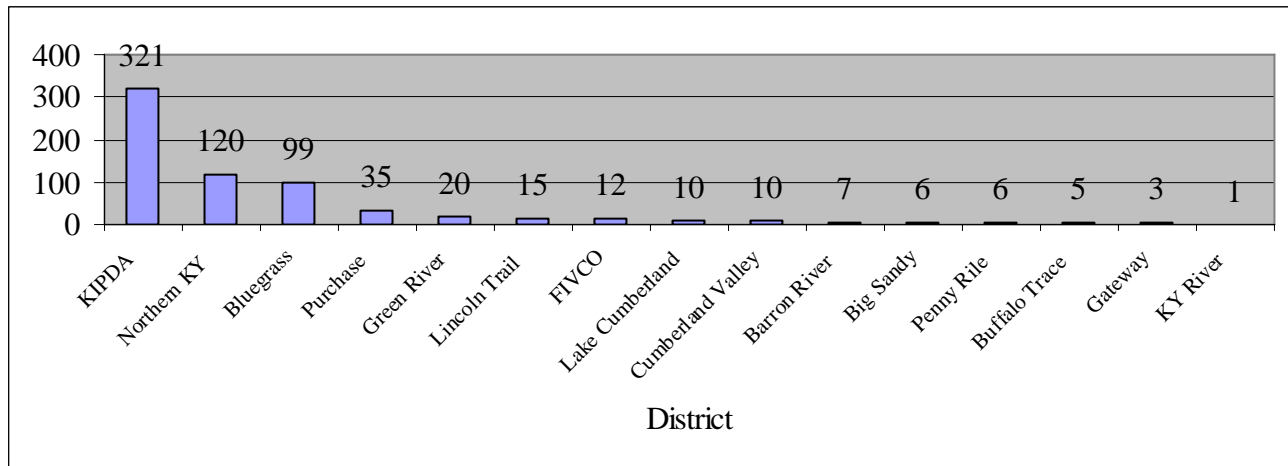
The new Quality Assurance Administrator will begin working on July 17, 2006. In addition we have interviewed for the Training Coordinator position and are in the process of offering the position to a highly qualified candidate.

WEISSKOPF CHILD EVALUATION CENTER, UNIVERSITY OF LOUISVILLE
Summary of Record Reviews
Year End FY 2005 – 2006

Review Type	N	Determinations	Criteria
Eligibility	97	86 - Eligible 4 - Denied 7 - Deferred pending additional testing	<ul style="list-style-type: none"> Request PLE Report
Intensive Authorization	104	82 - Approved for autism diagnosis and related program planning	<ul style="list-style-type: none"> Review of Request Form Review of all submitted records Description of child's social-communication MCHAT conducted with parents and providers
		11 - Approved for Childhood Apraxia of Speech (CAS)/ Dyspraxia diagnosis and related programming	<ul style="list-style-type: none"> Review of Request Form Review of all submitted records Review of phone contact questions Receptive language vs. expressive language findings in relation to measured cognitive skills Description of speech sound production Description of oral mechanism and oral-motor status Description of feeding status
		7 - Approved for other – (e.g., Regulatory/Anxiety Disorders; motor/CP)	<ul style="list-style-type: none"> Review of Request Form Review of all submitted records Review of phone contact questions Clinical judgment, DSM-IV criteria
		4 - Denied -Diagnosis established (3) -Appropriate plan	<ul style="list-style-type: none">
Service Exception	469	463 - Service Exception Approved Units Approved per Plan: Range: 12 – 528 Mean: 214.02 Unit Frequencies: - 0 – 144: 44 -145 – 164: 18 -165 – 184: 62 -185 – 204: 93 -205 – 224: 60 -225 – 244: 81 -245 – 264: 44 -265 – 284: 6 -285 – 304: 37 - > 305: 18	<ul style="list-style-type: none"> Review of Request Form and letters Review of all submitted records <ul style="list-style-type: none"> Current developmental presentation/status Rate of documented progress Current and proposed interventions Request merit Review of phone contact questions Available practice standards or guidelines (Autism, CAS) Movement from service to support model
		7 – Denied service exception/units	
Total	670		

Notes:

- 27.6% (n = 185) of the 670 requests have had previous reviews (majority for service exception)
- Data reflects an increase of 77.2% over FY 2004-2005 (N = 378)
- Data does not reflect an additional 448 Primary Service Coordination Unit reviews also completed in this reporting period

Referrals by District:**Timeline Indicators:**

Average days from complete file to review: 4.7 days

Average days from review to reports being mailed to IFSP Team: 4.4 days

Average total days from complete file to final notification mailed to IFSP Team: 9.08

ICC July, 2006
First Steps Program Consultant Report
Sandra Wilson—Western Kentucky University

Having just completed my sixth year as Program Consultant for the Barren River and Green River Area Districts, I have witnessed several changes in the First Steps Program. In many ways, the past couple of years have been the best of my time with First Steps. We have seen fewer changes, greater consistency, and in general, an increased level of confidence in the program and its ability to survive and live up to its mission. In addition, I have been privileged to work with great “teammates” on the WKU team as well as wonderful co-workers across the state. While we have lost a several providers over the last few years, those who remain are dedicated to meeting the needs of First Steps children and their families and are doing so with great success. It is very rewarding to see such good work being done.

One of the greatest challenges in both districts we serve is the shortage of service providers. This problem is not unique to our area but is reflective of the situation statewide. The need for more service providers is a topic of discussion at DEIC meetings and state staff meetings. We are always seeking new ways to locate and recruit new providers. We all realize the need for a group effort in offering suggestions, making contacts, and referring potential providers to me for further information. My efforts include speaking to students who are nearing graduation from appropriate programs such as IECE and Communication Disorders as well as speaking to individuals and to agency representatives to encourage consideration of becoming providers. Still, it seems that the greater number of people I encounter who wish to be providers have learned about the program through existing providers who are happy working in the program. This leads me to the conclusion that our greatest recruiting tool may be keeping our program on an even keel so that those currently contracting with us continue to do so and will speak well of First Steps when talking with their peers. Discussions with agency personnel have revealed a shortage of therapists to serve many areas of the state exists in most venues, not just First Steps. Another reason to retain our providers and ensure their satisfaction with the program as much as possible!

Training is another area which presents challenges. We have long recognized the need for consistency in First Steps training and we continue to strive to achieve this. We all do our best to note the need for revisions and updates in our training materials and to make the changes as needed. However, without a Training Coordinator at the state level to lead and coordinate this process, it is simply not possible to do this as well as we’d like. We also recognize the need to develop new training to address the needs of our providers and again, we need a Training Coordinator to lead this process. We look forward to having someone in that position in the near future to enhance the training process for our program.

I believe First Steps has survived some lean and difficult times and is on the threshold of moving to a new level. Service providers in our districts are doing a great job and are, for the most part, happy with the program. While we know there will always be issues to address, it is encouraging to see the camaraderie with which they are currently being faced.

ICC July 2006
First Steps Program Evaluator Report
Nan Slaughter--Western Kentucky University

It is hard for me to believe that I'll soon be starting my third year as the Program Evaluator for the Green River and Barren River districts. Except for a few isolated situations, I have now provided a full program evaluation for every provider in both districts and therefore feel that I have a reasonably good picture of the providers in my districts. As an evaluator, my primary responsibilities are reviewing providers, handling complaints, and participating in training of new and existing providers. Below are some brief comments on each area of my work:

Review Issues: I am pleased to report that providers in BRADD and GRADD show a very high degree of compliance with regulations in their practices. Noncompliance is almost always because of a misunderstanding of a regulation or policy, and providers hasten to correct these as soon as they are aware of them. Without exception, every provider has been a willing and cooperative participant in the program evaluation process. Although program evaluations do cover the entire range of First Steps practice, particular emphasis has recently been placed on correcting some areas where Kentucky has been found to be out of compliance by OSEP. These areas include provision of an initial IFSP within 45 days of referral, provision of 100% of the services authorized on the IFSP, provision of progress reports that fully document the child's current level of development and progress toward achievement of outcomes on the IFSP, and timely and effective transition planning for children leaving the program at age three. The majority of the action plans approved in the last year have addressed one or more of these areas. My goal as a program evaluator is to provide as much technical assistance as possible during my evaluation visits, and to refer the provider to Sandra Wilson, our program consultant, for additional assistance as needed. I am also pleased to report that most providers show consistent documentation of the services for which they bill, and therefore paybacks are kept to a minimum.

Complaint Issues: Official compliant investigations are limited to responding to signed, written complaints. There have only been a handful of such complaints in the BRADD and GRADD districts in the last year, and so far no investigation has resulted in the suspension of a contract or other punitive measures. The common thread in all complaints is the failure of an individual or agency to provide consistent services to families, or to complete assessments, evaluations and reports in a timely manner. Investigations show the reasons for these problems are typically either too high a caseload or poor organization. In a couple of cases, personal crises have been involved. There is one complaint follow-up pending, and one potential new investigation expected. All others have been resolved in a satisfactory manner.

Training Issues: The WKU team enjoys an excellent team spirit, and we work together with other teams as needed to provide training for new and existing providers. Although we all do the best we can to make changes, the training materials are in dire need of revision. We are looking forward to the addition of a training coordinator to the central office staff.

**JULY 2006 ICC REPORT
SUSAN MILLER, PARENT CONSULTANT
WESTERN KENTUCKY UNIVERSITY
BARREN AND GREEN RIVER**

I am the newest member of the WKU TA team for First Steps. I started in January of 2006. I am not new to the program, however; I was a parent consultant from January 2001 to September 2002. I left for personal reasons, but am really glad to be back!

One of my biggest challenges as a Parent Consultant is the new family orientation that we are attempting to establish. So far I have hosted 7 orientations: 3 in the Barren River area and 4 in the Green River area. Attendance was poor in the Barren River; it was better in the Green River area, particularly when done in conjunction with another group, such as the Green River Area Down Syndrome Association (GRADSA). Typically, the orientation is about an hour and a half, with a power point presentation and time for discussion of questions. I have found that many families who come do have specific questions, such as family share billing. Both DEICs in my area have been generous in giving money to the cause. With their money I have bought books to give to families. All of the parent consultants will be meeting July 20 to discuss this whole issue, as well as, our presentation at the Infant Toddler Institute.

Besides planning and conducting family orientations, I have also had the pleasure of co-training two provider orientations and serving on the Barren River and Green River DEICs. For example, the Barren River DEIC just hosted a Provider Appreciation event of which I was head of committee and did planning, purchasing, decorating, etc, for the event. I believe it was a successful venture and everyone enjoyed themselves. I also have attended various trainings to better myself for my role as a parent consultant: Introduction to Resources, Fundamentals of Effective Training, and KIT-TAP.

There is one thing I would like to mention that might be of interest to the ICC. It is a real pain to have the DEIC monies folded into the university budget. There are numerous constraints on what can be purchased or not. There are a lot of nots! For example, I could not buy toys, food, decorations, or cards for any of the events I hosted this year. Any suggestions would be appreciated. Other than that, things have been going well in the two districts I serve and I hope I am an asset to the First Steps team. Thank you for your time!

Barren River Area DEIC Annual Report for Fiscal Year 2005-2006

The Barren River DEIC is comprised of 12 to 15 active members that met monthly from June 2005 to March 2006 and currently meets every other month.

The budget for the Fiscal year 2005-2006 was \$1000. The \$1000 was used to purchase folders for the Point of Entry to give to the parents with the Procedural Safeguards and Family Handbook enclosed. The Point of Entry encourages the family to keep all evaluation/assessments and copies of IFSP's in the folder to help the family keep all records organized. Part of the \$1000 was spent to purchase public relation items for the First Steps office to use for child find and educational fairs.

At each meeting the Point of Entry and the Program Consultant report monthly to update the DEIC in the current activities in the program and to report any concerns or provider shortages. Issues are openly discussed by the DEIC members. Most pressing issues continue to be shortages in all areas of providers including PSC's. Currently our Point of Entry has to carry PSC caseloads which are making it harder to meet the 45 day time line on new cases. We have 2 full- time Point of Entry's and a part time office staff who is employed through Lifeskills. The Point of Entry team has averaged 36 referrals a month for the 2005-2006 fiscal year. Referrals have increased in 2006. From January 2006 to June 2006 the Point of Entry team has averaged 46 referrals a month.

The Barren River DEIC frequently invites representative from local supporting agencies to present information that would be beneficial to First Steps providers. Speakers in the past fiscal year have been:

- 1) Kris Hayes & Kelly Turnham with WKAT – Assistive technology assessment and equipment.
- 2) Dr. John Bonajuro with the Clinical Education Complex at Western Kentucky University- available programs for children with disabilities.
- 3) Sandy Hackbarth with Lifeskills – services for children birth to five with behavior issues who attend daycare.
- 4) Dr. Melissa Hakman- child psychologist private practice who specializes with working with children with ADHD

Upcoming events- Barren River DEIC members are having a provider appreciation reception on July 11th for all existing First Steps providers. We are also using this event to recruit new providers and try to get old providers to consider renewing their First Steps contracts again.

Respectfully Submitted,

Betsy Kitchens, Barren River DEIC Chair

Green River DEIC

District Early Intervention Committee

Purpose:

To advocate for children birth to 3 years of age with disabilities, developmental delays, or established risk conditions and their families by advising and assisting the Cabinet for Health and Family Services and the Kentucky Early Intervention System Interagency Coordinating Council (KEIS-ICC).

Some Functions:

- 1) Initiate and/or review regulations, policies, and procedures of the First Steps system.
- 2) Serve as a liaison to the KEIS-ICC and to local communities.
- 3) Facilitate public awareness of First Steps.
- 4) Serve as a community resource for information about First Steps and early intervention services.
- 5) Address issues with First Steps and early intervention services.

Meeting Dates/Place:

Dates: (First Wednesday of every other month beginning in February)

Feb.1, Apr.5, June 7, Aug.2, Oct.4, Dec.6

Time: 9:00-10:30 a.m.

Place: Location varies; please call for information

For more information, contact:

Sandra Wilson, First Steps Program Consultant 745-4641 or sandrag.wilson@wku.edu

Susan Miller, First Steps Parent Consultant 745-8866 or susan.miller@wku.edu

Donna Kaelin, Chair or Dmkaelin@cs.com

***If you would like to make a difference,
please come! We need YOU!***